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Contents: Facility Use AgreementsEffective Date: **February 2003**Point of Contact: [FUA Steward](#)

Section**Overview of Content
(see section for full process)**[Introduction](#)[1. Establishing a Facility Use Agreement](#)

- Identify occupant groups.
- Collect building technical information and create draft.
- Incorporate stakeholder comments and obtain approvals.
- Publish FUA in SBMS.

[2. Revision, Change Control, and Termination of Facility Use Agreements](#)

- Prepare/Coordinate changes.
- Prepare FUA Change Analysis Basis Document (CABD) for major and minor changes.
- Obtain concurrences and approvals.
- Publish in SBMS.
- Maintain files and update other affected documents.

[Definitions](#)**Exhibits**

None

Forms[Facility Use Agreement Change Analysis Basis Document \(CABD\)](#)

Training Requirements and Reporting Obligations

This subject area does not contain training requirements.

This subject area does not contain reporting obligations.

References

[Building Managers Database](#)EP [ES&H Evaluation - 500A Form](#)[Facility Hazard Categorization](#) Subject Area

[Facility Use Agreements](#) home page (*Limited Access)

[Operational Readiness Evaluation \(ORE\)](#) Subject Area

[Work Planning and Control for Experiments and Operations](#) Subject Area

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Standards of Performance

Facility configurations, operating envelopes, and the design basis shall be documented and controlled.

Each facility shall have a defined business mission and defined operating boundaries to govern work assignments.

All staff shall conduct work within the facility-specific operational boundaries specified in Facility Use Agreements.

Management System


This subject area belongs to the **Facility Operations** management system.

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Introduction: Facility Use Agreements

Effective Date: **February 2003**

Point of Contact: [FUA Steward](#)

This subject area describes the procedure for preparing a Facility Use Agreement (FUA) (*Limited Access). It also describes the procedures that are required for revision, approval, change control, and termination of an FUA.

A Facility Use Agreement is a "contract" between the facility occupants and the "landlord" (Laboratory Management) that specifies the operational safety envelope for the facility. The FUA

- Links building-specific operational criteria with Laboratory-wide management systems and information services;
- Is an integrating document that provides a single source for identifying: physical facility features, hazard/source terms, mission critical equipment, emergency response information, etc.;
- Defines the roles and responsibilities of the occupant organization(s) and the significant service providing organizations.

The following criteria are used to identify facilities requiring FUAs:

The structure has a BNL building number and at least one of the following conditions exists:

- Building is occupied by BNL staff, users, guests, or contractors;
- Contains programmatic equipment or other support equipment;
- Contains hazardous material and/or a hazardous environment.

Laboratory policy requires an FUA for each facility/building. Facilities may be combined into a common FUA, if the operational safety envelope and the facility management responsibility and accountability are identical and in close proximity to each other. Laboratory management has expanded the FUAs, in some cases, to cover miscellaneous structures, recreational areas, and other site features.

The [Building Manager](#) plays an integral role in facilitating the FUA process.


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Subject Area: **Facility Use Agreements**

1. Establishing a Facility Use Agreement

Effective Date: **February 2003**

Point of Contact: [FUA Steward](#)

Applicability

This information applies to Facility Level 2 Managers, Building Managers, and subject matter experts (SMEs).

Required Procedure

A Facility Use Agreement (FUA) must be established for each facility to define the capabilities and processes that are in place within a facility and to ensure that the identified hazards are controlled within the confines of the facility or immediate work location.

Note: This subject area places responsibility for the FUA with the Building Manager. However, Department Chairs/Division Managers may chose to assign other staff members to fulfill these FUA-related responsibilities.

| | |
|---------------|---|
| Step 1 | The Building Manager or Department/Division Designee (hereafter Building Manager) identifies the occupant organizations from whom information will be solicited. |
| Step 2 | <p>The Building Manager</p> <ul style="list-style-type: none"> Identifies by name and organizational affiliation the resident technical and support groups, the Facility Level 2 Manager, and other managers (if applicable) responsible for work, and the staff in the building; Requests occupant work-scope descriptions or mission statements from occupant groups through the Facility Level 2 Manager or organizational point-of-contact. <p>Note: Organizations with staff occupants conducting substantive and unique (stand-alone) work within a given building will be identified in and required to sign the FUA. Organizations with minimal staff occupancy, and where the primary purpose of the activity conducted is in direct support of another occupant organization, will not be asked to sign the FUA, but rather, will be incorporated under the "umbrella" of the organization they directly support.</p> <p>Note: Occupant work-scope descriptions should not provide information that could possibly compromise the control or protection of DOE or BSA assets.</p> |
| Step 3 | The Building Manager collects the building technical (as-built/as-delivered) "utilities" information from Plant Engineering and other technical/support services representatives. |
| Step 4 | The Building Manager collects the requisite FUA information (e.g., radiological sources, physical hazards, environmental data, operational safety agreements) from all occupant organizations, using their assigned Support Services representatives as necessary. |

| | |
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| Step 5 | The Building Manager generates the draft FUA by editing an existing FUA of a similar facility. Contact the FUA Steward for assistance. |
| Step 6 | The Building Manager provides the draft document to all stakeholder representatives (e.g., occupant organizations and appropriate support services divisions) in the facility for review of necessary content, consistency, and technical accuracy. |
| Step 7 | The Building Manager collects stakeholder input and reconciles comments obtained from the stakeholder review of the initial draft document. |
| Step 8 | The Building Manager forwards the FUA to the Department Chairs/Division Managers, respective Associate/Assistant Laboratory Directors, the Assistant Laboratory Director for Facilities & Operations, and the Deputy Director for Operations for signature indicating approval or concurrence. Note: The FUA Steward can assist with this approval process. |
| Step 9 | The Building Manager ensures that the original signed FUA is delivered to the FUA Steward. |
| Step 10 | The FUA Steward submits the FUA document to the SBMS Office for publication and maintains the original signature approval page. See the Facility Use Agreements home page (*Limited Access). |

References

[Building Manager Database](#)

[Facility Use Agreements](#) home page (*Limited Access)

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Subject Area: **Facility Use Agreements**

2. Revision, Change Control, and Termination of Facility Use Agreements

Effective Date: **February 2003**

Point of Contact: [FUA Steward](#)

Applicability

This information applies to all occupants of facilities where Facility Use Agreements (FUAs) are required to be in place.

Required Procedure

All activities must be conducted within the existing operational safety envelope (OSE) of the FUA. If an activity or proposed activity does not fit within the existing OSE of the current FUA, then the FUA must be revised. The need for revision to an FUA may be identified through several processes, including the following:

- Project Planning (e.g., EP [ES&H Evaluation - 500A Form](#));
- [Work Planning and Control for Experiments and Operations](#) Subject Area (e.g., [Experiment Safety Review Form](#); [Work Permit Form](#));
- [Operational Readiness Evaluation \(ORE\)](#) Subject Area;
- Exit Readiness Evaluations;
- Changes in Occupants and/or Activities;
- Requests from the Occupants through their Facility Level 2 Manager.

Termination of an FUA is initiated by the Exit Readiness Evaluation process.

Note: This subject area places responsibility for the FUA with the Building Manager. However, Department Chairs/Division Managers may choose to assign other staff members to fulfill these FUA-related responsibilities.

| | |
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| Step 1 | <p>Upon determination that an FUA change is required, the Building Manager or Department/Division Designee (hereafter Building Manager) prepares/coordinates the changes to the FUA.</p> <ul style="list-style-type: none">• Gather input from affected group(s) and Subject Matter Experts (SMEs) as necessary, and compile it into the FUA;• Based upon input from SMEs, determine where radiological or chemical boundaries may be exceeded by summing amounts from several activities or rooms, or where the proposed activity may have an impact in surrounding areas. For further information, see the Facility Hazard Categorization Subject Area;• In multiple tenant facilities, contact other tenants for input regarding any additional changes;• Provide an electronic version (in Word) identifying the changes in the FUA (use track changes) to the FUA Steward. <p>Note: The Facility Level 2 Managers and the Building Managers are the designated organizational</p> |
|---------------|--|

| | |
|---------------|---|
| | <p>review the Facility Level 2 Managers and the Building Managers are the designated organizational representatives of the facility occupant groups, and as such review individual change requests to ensure they are necessary. They may also initiate discussions leading to modifications of the FUA for changes related to operational boundary conditions, support services, and/or facility need.</p> |
| Step 2 | <p>The Building Manager prepares an FUA Change Analysis Basis Document (CABD) for major and minor changes. Trivial changes do not require a CABD. Submit such changes by e-mail or memo to the FUA Steward.</p> |
| Step 3 | <p>The Building Manager obtains concurrence signatures on the CABD from all pertinent SMEs.</p> <ul style="list-style-type: none"> Minor changes are signed as indicated on the CABD and by the Facility Level 2 Manager. Major changes are signed at the same organizational level as the original FUA. |
| Step 4 | <p>The Building Manager submits the CABD to the Facility Level 2 Manager(s) for approval.</p> <ul style="list-style-type: none"> For buildings with multiple organizations, only the affected Department/Division and the Facility Level 2 Manager are required to sign revisions involving minor changes; other Department Chairs/Division Managers must be provided with an approved copy of the CABD for their information. Major changes require submittal of the CABD to the responsible Assistant/Associate Laboratory Director to initiate Director-level approvals. |
| Step 5 | <p>The Building Manager delivers the original signed CABD to the FUA Steward.</p> |
| Step 6 | <p>The FUA Steward</p> <ul style="list-style-type: none"> Obtains the signatures of the Assistant Laboratory Director for Facilities and Operations and the Deputy Director for Operations (major changes only); Upon receipt of an approved CABD, delivers the FUA to the SBMS Office for processing and publication; Maintains the original CABD signature page on file and forwards a copy to the cognizant Building Manager. |
| Step 7 | <p>Upon approval of the CABD, the Building Manager</p> <ul style="list-style-type: none"> Ensures the update of other affected documents (e.g., Emergency Response Run Cards, Local Emergency Plans, EMS documentation); Provides other tenant Level 2 Managers with a copy of the approved CABD (minor revisions only). |

References

EP [ES&H Evaluation - 500A Form](#)

[Facility Hazard Categorization](#) Subject Area

[Operational Readiness Evaluation \(ORE\)](#) Subject Area

[Work Planning and Control for Experiments and Operations](#) Subject Area

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Facility Use Agreement Change Analysis Basis Document (CABD)

| | |
|----------------------------|--|
| Building/Facility | |
| FUA ID# | |
| Requesting Dept/Div | |
| Date CABD Prepared | |

| | | |
|-----------------------|---|---|
| Type of Change | <input checked="" type="checkbox"/> Major | <input checked="" type="checkbox"/> Minor |
|-----------------------|---|---|

Summary: (Description/reason for change.)

FUA Section(s) / Table(s) Revised:

Other Affected Documents: (Fire/Rescue Run Cards, Local Emergency Plan, etc.)


Signatures

| | | |
|---|-------------------------------|-----------|
| Prepared By | | |
| | Print Name/Title | Signature |
| *SME Concurrence | | |
| | Print Name/Title/Organization | Signature |
| Building Manager Concurrence | | |
| | Print Name/Building # | Signature |
| *Facility Level 2 Manager Approved | | |
| | Print Name/Organization | Signature |

*Insert as many concurrence/approval lines as needed.

For Major Changes Only

| | |
|-----------------|--|
| Approved | |
| | Responsible Assistant/Associate Laboratory Director |
| Approved | |
| | Assistant Laboratory Director for Facilities & Operations |
| Approved | |
| | Deputy Director for Operations |



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Definitions: Facility Use Agreements

Effective Date: **February 2003**

Point of Contact: [FUA Steward](#)


| Term | Definition |
|------------------------------|--|
| Facility Level 2 Manager | Department Chair/Division Manager that occupies the largest area in a facility and/or provides the Building Management responsibility. |
| Facility Use Agreement (FUA) | A landlord-tenant contract that defines the operational safety envelope for each facility/building and establishes an agreement among occupants and support services for conducting work within this framework. The FUA functions as an integrating reference document that links building-specific operational criteria with Laboratory-wide management systems and information services. |
| major change | Includes changes in one or more of the following: <ul style="list-style-type: none"> • Facility ownership/responsibility; • Organizational occupants; • Mission; • Operational safety envelope; • Mission critical equipment; • Utilities/services; • Fire safety systems. |
| minor change | Any change that is neither major nor trivial. Some examples include the <ul style="list-style-type: none"> • Addition/modification of historical information/issues; • Addition/modification of facility-specific procedures, manuals or other reference materials that do not change the operational safety envelope; and/or • Name change of an organization (provided all other organizational responsibilities and accountabilities remain the same). |
| operational safety envelope | The limits and controls placed on personnel activities, materials, and equipment. The limits and controls are typically defined by Safety Analysis Reports/Documents, permits and/or licenses, and identified hazards. |
| trivial change | Typographical or grammatical changes. |

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Revision History: Facility Use Agreements

 Point of Contact: [FUA Steward](#)

Revision History of this Subject Area

| Date | Description | Management System |
|---------------|--|---------------------|
| February 2003 | <p>The following revisions were made:</p> <ul style="list-style-type: none"> • The procedures for establishing, modifying, and terminating Facility Use Agreements (FUAs) were clarified to reflect the maturity of the FUA process. • The Instructional and Production Templates used for the initial development of FUAs were eliminated. • The definition of an FUA was added. • The types of FUA revisions, major and minor, were defined and expanded to include "trivial changes." • Section 3. "Terminating a Facility Use Agreement" was deleted and combined with Section 2. Section 3 was deleted because the majority of the procedures are now covered by other Laboratory processes and other subject areas. • Section 2 was renamed "Revision, Change Control, and Termination of Facility Use Agreements" from "Introduction of New Activities, Change Control, and Administration of Facility Use Agreements." • The approval process for minor changes to FUAs for facilities with multiple occupants was simplified. • The Change Analysis Basis Document (CABD) was streamlined and made user-friendlier. | Facility Operations |
| January 2000 | <p>This subject area was developed to describe the procedures to prepare, change, or terminate a Facility Use Agreement (FUA). It is a new subject area that was developed using the process for Standards-Based Management development.</p> | Facility Operations |

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